

FILED *(Records)*
RETURN TO *ARO*

RECORDS MANAGEMENT SECTION
GENERAL SERVICES OFFICE

26 February 1954

MEMORANDUM FOR: File

SUBJECT: Designation of Area Records Officer,
Regulations Control Staff, Office of
the Deputy Director (Administration)

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In accordance with the request contained in the memorandum from Mr. [REDACTED] Special Assistant to the DD/A, arrangements were made for Miss [REDACTED] to discuss matters pertaining to the Records Management Program and her duties as an Area Records Officer for the Regulations Control Staff.

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The over-all program and its general objectives were discussed with Miss [REDACTED] on 25 February. She was introduced to the Section Chiefs in the Records Management Branch and given various types of instructional and informational material pertaining to records management in the Government and to the Agency program.

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Based on the conversation with Miss [REDACTED] it appears that the Regulations Control Staff is in need of assistance and guidance in determining what types of material they now have that can be considered to be inactive and transferred to the Records Center. Miss [REDACTED] plans to review their situation and contact the Records Management Branch within the next week and discuss the assistance she will need in carrying out her duties as an Area Records Officer.

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It was suggested that an over-all program pertaining to the records of the Regulations Control Staff be developed before any attempt was made to segregate portions of their records which may be considered to be inactive. In addition, it was also suggested that the subject numeric filing system, as is being proposed for installation throughout the Agency, be adopted for use by the Regulations Control Staff.

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3/4 - Called Miss [REDACTED] - She is to get in touch with [REDACTED] during the week of March 8 regarding inventory of files, records, and Regulations Control schedule.